

# **Interagency Committee of State Employed Women (ICSEW)**

## **Committee Policies and Procedures**

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### **2.03 Agency Representation**

Date of Original Issue: 7/13/2004

Date Modified:

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#### **PURPOSE**

This policy provides direction to ensure open communication between ICSEW representatives and agency or institutional head (Secretary, Director, Administrator, etc.).

#### **INTENT**

The intent of this policy is to provide a process that ensures communication between ICSEW representatives and agency or institutional head (Secretary, Director, Administrator, etc.) to develop a mutual understanding of the responsibilities of each party relevant to the ICSEW. It is also intended to provide a process for ICSEW representatives to effectively fulfill their roles.

#### **SCOPE**

This policy applies to all participating state agencies and ICSEW representatives.

#### **RESPONSIBILITIES**

##### Agency and Institutional Heads

- Nominate an agency representative to serve as an ICSEW member for a 2-year term.
- Provide sufficient resources and time during work hours for appointed members' participation in ICSEW activities.
- Notify the Governor's Office in writing of any mid-term vacancies and nominate a replacement to fill the unexpired term.

##### ICSEW Representatives

- Maintain communication between the ICSEW, your agency or institutional head (Secretary, Director, Administrator, etc.), and agency employees.
- Represent the opinions of your agency to the ICSEW. Actively serve on at least one subcommittee.

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- Ensure agency representation at each of the bimonthly general membership meetings.
- Notify your agency or institution head if unable to complete the term and ensure that a replacement is nominated.

### **POLICY**

ICSEW representatives are required to maintain communication with their agency or institutional head (Secretary, Director, Administrator, etc.) or his/her designee. It is recommended that an executive briefing be prepared annually.

Key topics to be addressed are as follows:

- Establish contact for periodic executive briefings.
- Establish protocol for disseminating ICSEW information throughout the agency.
- Provide briefings on the following topics:
  - ICSEW current goals.
  - Committee activities.
  - Upcoming events.
- Ask for suggestions regarding issues affecting women that the ICSEW should address.

### **PROCEDURE**

ICSEW representatives should schedule an annual meeting with their agency or institutional head (Secretary, Director, Administrator, etc.) or his/her designee.

ICSEW representatives should develop a means of communication with their agency and their agency or institutional head or his/her designee for the purpose of ICSEW activity briefings and executive guidance.

### **RELEVANT LAW AND OTHER RESOURCES**

Executive Order 89-09 establishing the Interagency Committee of State Employed Women (ICSEW): <http://www.governor.wa.gov/eo/eoarchive/eo89-09.htm>.

ICSEW bylaws: <http://icsew.wa.gov/meetings/20030909bylaws.pdf>. This link will be updated annually.

Board Approved:  
6/24/2004